

## Framework Schedule 6 (Order Form Template and Call-Off Schedules)

### Order Form

CALL-OFF REFERENCE:	DF/122
CALL-OFF TITLE:	Digital Foundry Discovery as a Service
CALL-OFF CONTRACT to enable discoveries for the Digital Foundry	Supply of Digital, Data and Technology (DDaT) specialist roles
DESCRIPTION:	Specialist roles to enable discoveries for the Digital Foundry
THE BUYER:	Defence Digital, Digital Foundry Commercial
BUYER ADDRESS	Spur B2 Building 405 MOD Corsham Westwells Road Wiltshire SN13 9NR
THE SUPPLIER:	Capgemini UK plc
SUPPLIER ADDRESS:	1 Forge End, Woking, Surrey, GU21 6DB
REGISTRATION NUMBER:	943935
DUNS NUMBER:	21-198-0537

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 29<sup>th</sup> January 2024.

It's issued under the Framework Contract with the reference number RM6263 for the provision of Digital Specialists and Programmes Deliverables.

The Parties intend that this Call-Off Contract will not, except for the first Statement of Work which shall be executed at the same time that the Call-Off Contract is executed, oblige the Buyer to buy or the Supplier to supply Deliverables.

The Parties agree that when a Buyer seeks further Deliverables from the Supplier under the Call-Off Contract, the Buyer and Supplier will agree and execute a further Statement of Work (in the form of the template set out in Annex 1 to this Framework Schedule 6 (Order Form Template, SOW Template and Call-Off Schedules)).

Upon the execution of each Statement of Work it shall become incorporated into the Buyer and Supplier's Call-Off Contract.

**CALL-OFF LOT(S):**

Lot 2 – Digital Specialists

**CALL-OFF INCORPORATED TERMS**

The following documents are incorporated into this Call-Off Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions) RM6263
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6263
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)

- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)
- Joint Schedule 13 (Cyber Essentials)
- Call-Off Schedules for RM6263
  - Call-Off Schedule 5 (Pricing Details and Expenses Policy)
  - Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliveries)
  - Call-Off Schedule 7 (Key Supplier Staff)
  - Call-Off Schedule 9 (Security)
  - Call-Off Schedule 14B (Service Levels and Balanced Scorecard)
  - Call-Off Schedule 17 (MOD Terms)
  - Call-Off Schedule 18 (Background Checks)
  - Call-Off Schedule 20 (Call-Off Specification)
- 5. CCS Core Terms (version 3.0.11)
- 6. Joint Schedule 5 (Corporate Social Responsibility) RM6263
- 7. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

Upon agreement between the Parties, the following Call-Off Schedules have been removed from the Call-Off Contract:

- Call-Off Schedules 1 (Transparency Reports)
- Call-Off Schedule 3 (Continuous Improvement)
- Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
- Call-Off Schedule 10 (Exit Management)
- Call-Off Schedule 13 (Implementation Plan and Testing)
- Call-Off Schedule 15 (Call-Off Contract Management)

Nevertheless, should the Buyer and/or Supplier wish to re-instate any of these Call-Off Schedules, the Buyer and/or Supplier can propose a change to the contract via Joint Schedule 2 (Variation Form), in accordance with Clause 24 (Changing the contract) of the RM6263 Framework Core Terms.

#### **CALL-OFF SPECIAL TERMS**

The following Special Terms are incorporated into this Call-Off Contract:

- 1) **Security Clearance** - The Parties agree that the Supplier Rate Card set out in Schedule 5 (Pricing Details and Expenses Policy) Annex 2 (Supplier Rate Card) represents the Charges associated with the provision of staff with SC clearance. Should staff with DV clearance be required, any uplift will be dealt

## Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Crown Copyright 2021

OFFICIAL-SENSITIVE COMMERCIAL

with in the relevant SoW.

2) To amend *Clause 10.2.2* of the Core Terms from:

*“Each Buyer has the right to terminate their Call-Off Contract at any time without reason by giving the Supplier not less than 90 days' written notice”.*

To

*“Each Buyer has the right to terminate their Call-Off Contract at any time without reason by giving the Supplier not less than **30 days'** written notice”.*

CALL-OFF START DATE:	<b>29<sup>th</sup> January 2024</b>
CALL-OFF EXPIRY DATE:	<b>31<sup>st</sup> May 2024</b>
CALL-OFF INITIAL PERIOD:	<b>4 Months</b>
CALL-OFF OPTIONAL EXTENSION PERIOD:	<b>2 x 3 Months (6 months in total)</b>
MINIMUM NOTICE PERIOD FOR EXTENSION(S):	<b>10 Working Days</b>
CALL-OFF CONTRACT VALUE:	<b>£1,600,000 ex VAT (Capped T&amp;M Limit of Liability)</b>
KEY SUB-CONTRACT PRICE:	<b>Not Applicable</b>

### CALL-OFF CONTRACT VALUE

The maximum possible throughput (not to exceed total value) is £1,600,000 (ex VAT). This is a not to exceed **Limit of Liability** and **not committed spend**. The initial contract value will be for **£1,600,000.00 (ex VAT) LoL (capped T&M)**, incorporating Statement of Works (SOW) '01', '02' and '03' below. Without prior commitment, additional Statement of Works may be placed on the contract during the term with agreement between the Buyer and Supplier, increasing the value of the contract each occurrence.

### CALL-OFF DELIVERABLES

The Deliverables will be defined in each Statement of Work.

### BUYER's STANDARDS

Framework Ref: RM6263  
Project Version: v1.0  
Model Version: v3.7

OFFICIAL-SENSITIVE COMMERCIAL

From the Start Date of this Call-Off Contract, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards set out in FrameworkSchedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards for this Call-Off Contract:

#### Quality Standards

a) No specific Quality Management system requirements are defined. This does not relieve the Supplier of providing conforming products under this contract. Certificate of Conformity shall be provided in accordance with DEFCON 627.

b) No deliverable Quality Plan is required for reference DEFCON 602B.

c) Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 – Quality Assurance Procedural Requirements – Concessions.

d) Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 – Quality Assurance Procedural Requirements – Contractor Working Parties.

#### Technical Standards

The Supplier is expected to deliver the work using the most appropriate project management (e.g., Agile) and service management ITIL methodologies, as agreed within the team and in accordance with both the Government's Technology Code of Practice, and the Government Service Manual (where each applies).

#### **CYBER ESSENTIALS SCHEME**

The Buyer requires the Supplier, in accordance with Joint Schedule 13 (Cyber Essentials Scheme) to provide a Cyber Essentials Plus Certificate prior to commencing the provision of any Deliverables under this Call-Off Contract.

#### **MAXIMUM LIABILITY**

The limitation of liability for this Call-Off Contract is as follows: **Redacted Under FOIA**  
**Section 43, Commercial Interests**

**CALL-OFF CHARGES**

Capped Time and Materials (CTM) - maximum amount to be paid by the Buyer under a Time and Materials mechanism for the delivery of the Deliverables and the agreed scope.

Where non-UK Supplier Staff (including Subcontractors) are used to provide any element of the Deliverables under this Call-Off Contract, the applicable rate card(s) shall be incorporated into Call-Off Schedule 5 (Pricing Details and Expenses Policy) and the Supplier shall, under each SOW, charge the Buyer a rate no greater than those set out in the Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules) applicable rate card for the Supplier Staff undertaking that element of work on the Deliverables

**REIMBURSABLE EXPENSES**

Please refer to Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)

**PAYMENT METHOD**

<b>Payment method</b>	The payment method for this Call-Off Contract is <b>Exostar/CP&amp;F</b> .
<b>Payment profile</b>	The payment profile for this Call-Off Contract is <b>monthly</b> in arrears.
<b>Invoice details</b>	The Supplier will issue electronic invoices <b>monthly</b> in arrears. The Buyer will pay the Supplier within <b>30</b> days of receipt of a valid invoice.
<b>Who and where to send invoices to</b>	Invoices will be sent electronically via Exostar/CP&F in addition to a digital copy emailed to the named Project Manager in each on the Statement of Work (SOW).
<b>Invoice information required</b>	All invoices must include the contract reference number, SOW number and title. Invoices must provide a full breakdown of the costs incurred for the Authority's review and approval. All T&S claims should be supported by valid receipts.
<b>Invoice frequency</b>	Invoice will be sent to the Buyer <b>Monthly</b> .

**BUYER'S INVOICE ADDRESS:**

To the named **Project Manager/Authority Representative** in each Statement of Work  
DBS Finance, Walker House, Exchange Flags, Liverpool, L2 3YL

**BUYER'S AUTHORISED REPRESENTATIVE**

**For DF/122 – Digital Foundry Discovery as a Service**

**Redacted Under FOIA Section 40, Personal Information**

**For each Statement of Work**

The named Project Manager/Authority Representative in the Statement of Work

**BUYER'S ENVIRONMENTAL POLICY**

Not Applicable

**BUYER'S SECURITY POLICY**

Within the scope of the Call-Off Contract, the Supplier will provide only individuals holding Security Check (SC) security clearance. SC security clearance is required for duration of the contract. The Supplier is responsible for obtaining and maintaining security clearances.

The Supplier is required to produce a security policy as per Call-Off Schedule 9 (Security), within 20 days of contract award. This must be updated in line with specific Statement of Works (SOW), but this will be advised at the time of the SOW.

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

**Redacted Under FOIA Section 40, Personal Information**

**SUPPLIER'S CONTRACT MANAGER**

**Redacted Under FOIA Section 40, Personal Information**

**PROGRESS REPORT FREQUENCY**

The following reporting obligations shall govern the Contract:

1. Contract Progress report – These reports must contain, but are not limited to, an overview of the current SOW portfolio, spend to date and evidence of performance against the KPI's. This report Shall:
  - a. Be used as the basis of the discussions at the monthly Contract performance review meetings detailed in Condition 12 of the Contract.
  - b. Be delivered to the Authority's Project Manager two (2) business days before the monthly contract performance review meeting. Any delays will be subject to mutual approval.
2. Individual SOW reports – The Authority reserves the right to request monthly (or on a less frequent occurrence where indicated), reports for individuals SOWs. Details to what these reports must include will be specified in the SOW and agreed by both parties. Specific SOW reporting frequencies may vary and will be notified at the time.
3. The Supplier shall provide a Social Value Plan Report on a quarterly basis, demonstrating progress aligned with the Social Value Section under the Order Form.

4. The Supplier shall report to the Authority, on a quarterly basis, the knowledge transfer activity that has been conducted under this contract.

The provision of the reports by the Supplier and receipt by the Authority shall be in accordance with DEFCON 525. The reports shall not prejudice any rights or obligations of the Authority or the Supplier under the Contract.

#### PROGRESS MEETING FREQUENCY

An initial Kick-Off governance meeting will be held no later than twenty (20) working days from the Call-off Contract Start Date.

Subsequent Contract Progress meetings will be held Monthly. The Supplier shall attend progress meetings and provide Reports in accordance with the Progress Report Requirements for this contract.

Additional meetings required to ensure the proper performance of this Contract will be at the reasonable discretion of both parties.

The Authority's Project Manager or a nominated deputy, will chair all meetings (hereinafter the Chairperson).

The Supplier shall provide the secretariat for the meetings to take the minutes and record actions. A copy of the draft minutes shall be submitted by the Supplier to the Chairperson for approval no later than five (5) business days after each meeting. The Chairperson shall agree or amend the minutes in writing within five (5) business days of receipt of the draft.

Specific SOW progress meetings may vary and will be mutually agreed at the time.

#### KEY STAFF

##### Commercial Contact Details:

For the Buyer:	Name:	Redacted Under FOIA Section 40, Personal Information
	Title:	Redacted Under FOIA Section 40, Personal Information
	Email:	Redacted Under FOIA Section 40, Personal Information
	Phone:	Redacted Under FOIA Section 40, Personal Information
For the supplier	Name:	Redacted Under FOIA Section 40, Personal Information
	Title:	Redacted Under FOIA Section 40, Personal Information
	Email:	Redacted Under FOIA Section 40, Personal Information
	Phone:	Redacted Under FOIA Section 40, Personal Information

**Operations/Contract Management:**

For the Buyer:	Name:	Redacted Under FOIA Section 40, Personal Information
	Title:	Redacted Under FOIA Section 40, Personal Information
	Email:	Redacted Under FOIA Section 40, Personal Information
	Phone:	Redacted Under FOIA Section 40, Personal Information
For the supplier	Name:	Redacted Under FOIA Section 40, Personal Information
	Title:	Redacted Under FOIA Section 40, Personal Information
	Email:	Redacted Under FOIA Section 40, Personal Information
	Phone:	Redacted Under FOIA Section 40, Personal Information

In accordance with assessment number IR352235, it has been determined that Off-Payroll Working Rules (IR35) apply to this Call-Off Contract.

Individuals provided by the Supplier to perform services under this Statement of Work are therefore requested to review the Status Determination Statement for this contract. Should they dispute the result of this determination, please contact **Redacted Under FOIA Section 40, Personal Information** in the first instance. You will need to provide all the reasons why you believe the determination is wrong.

**KEY SUBCONTRACTOR(S)**

None

### **COMMERCIALLY SENSITIVE INFORMATION**

The Supplier's Commercially Sensitive Information is detailed in Joint Schedule 4 (Commercially Sensitive Information).

### **SERVICE LEVELS, BALANCED SCORECARD AND KEY PERFORMANCE INDICATORS**

Service Levels, the Balanced Scorecard and Key Performance Indicators shall apply to this Call-Off Contract in accordance with Call-Off Schedule 14B (Service Levels and Balanced Scorecard).

### **ADDITIONAL INSURANCES**

In accordance with Annex: Required Insurances in Joint Schedule 3 (Insurance Requirements), the Supplier shall hold the required insurances from the Call-Off Contract Start Date.

### **GUARANTEE**

Not applicable

### **SOCIAL VALUE COMMITMENT**

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

### **STAFF TRANSFER:**

The Parties agree that there is no staff transfer in scope under TUPE regulations on commencement of any of the Services for the duration of the Call-Off Contract including any Statements of Work and should that not be the case, the Buyer agrees that the Supplier reserves the ability not to enter into a Statement of Work or to adjust its pricing accordingly.

### **BUYER'S OBLIGATIONS**

The Buyer is responsible upon commencement and for the duration of the this Call Off Agreement and any Statements of Work agreed for the following:

1. The management and direction of Supplier Staff;
2. Advise the Supplier of any specific legal and regulatory requirements that are specific to the Buyer which the Supplier should be aware of to enable it to provide the Services;
3. Provision of all hardware, software, licensing, equipment, infrastructure, remote access to systems, security controls, facilities, documentation and environments as necessary to enable the Supplier to provide the Services and to ensure that the Buyer has in place all supporting consents, approvals and permissions;
4. Ensure that all Buyer Data that comprises part of a Statement of Work is backed up in accordance with Good Industry Practice and at least every twenty-four hours;

5. Ensure that the Supplier will not be given access to any information which is subject to export control regulations;
6. Provide two weeks' notice (unless agreed otherwise) for any request to the Supplier to reduce the number of resources provided under SOWs. Any such request will be managed in accordance with the Variation Procedure;
7. Provision of timely access to relevant subject matter experts and business stakeholders to enable the Supplier to deliver the Services under this Call-Off Contract;
8. Provision of all background information and material produced by the Buyer or the Buyer's suppliers that requires consideration by the Supplier during the provision of the Services under this Call-Off Contract; and
9. Any additional Buyer Responsibilities / Dependencies agreed in each Statement of Work.

#### **STATEMENT OF WORKS**

During the Call-Off Contract Period, the Buyer and Supplier may agree and execute completed Statement of Works. Upon execution of a Statement of Work the provisions detailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**

Crown Copyright 2021

**OFFICIAL-SENSITIVE COMMERCIAL**

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Redacted Under FOIA Section 40, Personal Information	Signature:	Redacted Under FOIA Section 40, Personal Information
Name:	Redacted Under FOIA Section 40, Personal Information	Name:	Redacted Under FOIA Section 40, Personal Information
Role:	Redacted Under FOIA Section 40, Personal Information	Role:	Redacted Under FOIA Section 40, Personal Information
Date:	05/02/2024	Date:	29/01/2024

## Appendix 1

### Annex 1 (Statement of Work: 01)

1. STATEMENT OF WORK ("SOW") DETAILS	
<p>Upon execution, this SOW forms part of the Call-Off Contract (reference below).</p> <p>The Parties will execute a SOW for each set of Buyer Deliverables required. Any ad-hoc Deliverables requirements are to be treated as individual requirements in their own right and the Parties should execute a separate SOW in respect of each, or alternatively agree a Variation to an existing SOW.</p> <p>All SOWs must fall within the Specification and provisions of the Call-Off Contract.</p> <p>The details set out within this SOW apply only in relation to the Deliverables detailed herein and will not apply to any other SOWs executed or to be executed under this Call-Off Contract, unless otherwise agreed by the Parties in writing.</p>	
<b>Date of SOW:</b>	29 <sup>th</sup> January 2024
<b>SOW Title:</b>	Business Modernisation for Support Discovery (BMfS) Team
<b>SOW Reference:</b>	01

## Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Crown Copyright 2021

OFFICIAL-SENSITIVE COMMERCIAL

<b>Call-Off Contract Reference:</b>	DF/122 – Digital Foundry as a Service
<b>Buyer:</b>	Digital Foundry, Defence Digital, Ministry of Defence
<b>Supplier:</b>	Capgemini UK plc
<b>SOW Start Date:</b>	29 <sup>th</sup> January 2024
<b>SOW End Date:</b>	31 <sup>st</sup> March 2024
<b>Duration of SOW:</b>	2 Months
<b>Key Personnel (Buyer)</b>	Redacted Under FOIA Section 40, Personal Information Redacted Under FOIA Section 40, Personal Information
<b>Key Personnel (Supplier)</b>	None.
<b>Subcontractors</b>	None.

### 2. CALL-OFF CONTRACT SPECIFICATION – PROGRAMME CONTEXT

<b>SOW Deliverables Background</b>	<p><u>Background</u></p> <p>The <b>Defence Digital Foundry</b> is a new alliance of digital teams in the MoD. The Foundry will deliver digital services that help people in defence get things done – from the warfighter to the back office – and also deliver enabling tools and platforms that help other digital teams to deliver their services faster and better. Together with the digital teams of the Royal Navy, British Army and Royal Air Force and from other teams in MoD, the Foundry will pioneer new ways to exploit Defence’s data, including Artificial Intelligence and other game-changing technologies, to ensure the UK keeps up with our allies and stays ahead of threats in an era of persistent competition and disruptive technology.</p> <p><b>Business Modernisation for Support (BMfS)</b> is a pan-Defence business change programme which will transform the information services underpinning logistics and engineering Defence Support (DefSp) activity. It will replace a series of disconnected and obsolescent systems and the associated duplicative and inefficient procedures with a set of modern, common, secure, cloud-based Support Information Services (Sp IS) combined with standardised industry best practice processes. BMfS will overcome the current lack of connected, reliable data currently hampering decision making to enable both business efficiency and more agile resourcing of operational priorities. These outcomes will combine to deliver increased platform availability and more effective use of people, funding, and time to enable Support Advantage across the full range of operational outputs.</p>
<b>Overview of Requirement</b>	<p>The BMfS programme wants to engage with the Digital Foundry to deliver a Discovery as a Service (DaaS) offering. There are several initiatives within the programme which need further analysis and will require discoveries as part of the Government Digital Standards (GDS) framework. The Discovery team will run discoveries as triaged by the BMfS programme and will provide recommendations on next steps on the completion of the work.</p> <p>The purpose of the discoveries are to work with internal and external customers, to obtain a clear understanding of user requirements, collaborating with all stakeholders, to effectively deliver to needs or provide best practice guidance for solutions, ensuring consistency with Defence strategy, standards, policies and processes.</p>

<b>Accountability Models</b>	<p>Please tick the Accountability Model(s) that shall be used under this Statement of Work:</p> <p>Sole Responsibility: <input type="checkbox"/></p> <p>Self Directed Team: <input type="checkbox"/></p> <p>Rainbow Team: <input checked="" type="checkbox"/></p>
------------------------------	---

**3. BUYER REQUIREMENTS – SOW DELIVERABLES**

<b>Outcome Description</b>	<p>This requirement is for a discovery team to run discoveries as triaged by the BMfS programme and will provide recommendations on next steps on the completion of the work.</p> <p>The roles required for this team are as follows:</p> <table border="1" data-bbox="477 797 1374 1032"> <thead> <tr> <th>Role</th> <th>SFIA Level</th> <th>Maximum Anticipated Days</th> </tr> </thead> <tbody> <tr> <td>Redacted Under FOIA Section 43, Commercial Interests</td> <td>Redacted Under FOIA Section 43, Commercial Interests</td> <td>Redacted Under FOIA Section 43, Commercial Interests</td> </tr> </tbody> </table> <p><u>Statement of Work</u></p> <p>Specific project activities will be directed as required according to Buyer's priorities, which will be communicated to the Supplier by a nominated MOD Civil Servant or nominated deputy. Agreed activities shall be logged and tracked via standard tools available, which shall be frequently reviewed and re-prioritised as appropriate.</p> <p>Nevertheless, the general scope of activities to be completed by the discovery team is to:</p> <ul style="list-style-type: none"> <li>• Work with internal and external customers to obtain a clear understanding of user requirements.</li> <li>• Collaborating with all stakeholders to effectively deliver to needs or provide best practice guidance for solutions, ensuring consistency with Defence strategy, standards, policies, and processes.</li> </ul> <p><u>Work Location</u></p> <p>Hybrid work arrangement. Typically, the services can be delivered remotely, however there will be a requirement for the discovery team to attend MOD London (and other MOD sites, e.g. MOD Corsham) on an ad hoc basis when the <u>business need arises</u>.</p> <p><u>Expenses Policy</u></p> <p>Travel to MOD Corsham shall be inclusive in the day rates; any additional meetings to any other locations will be subject to Travel &amp; Subsistence (Terms and Conditions with rates can be found in the Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)).</p>	Role	SFIA Level	Maximum Anticipated Days	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests
Role	SFIA Level	Maximum Anticipated Days					
Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests					
<b>Delivery Plan</b>	N/A						

<b>Buyer's Obligations and Dependencies</b>	<p>The Buyer is responsible for:</p> <ol style="list-style-type: none"> <li>1. Granting access to MOD premises and facilities that are necessary to enable the supplier to provide the services as specified within this Call-Off Contract Statement of Work; and</li> <li>2. Provision of MODNet access (including a MODNet laptop).</li> <li>3. It is acknowledged that MODNet laptops will only be accessible to those with SC clearance.</li> <li>4. All Buyer's Obligations identified in the Order Form section Buyer's Obligations.</li> </ol>
<b>Supplier Resource Plan</b>	N/A
<b>Security Applicable to SOW:</b>	<p>The Supplier confirms that all Supplier Staff working on Buyer Sites and on Buyer Systems and Deliverables, have completed Supplier Staff Vetting in accordance with Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).</p> <p>Within the scope of the Call-Off Contract Statement of Work, the Supplier will provide individuals holding current SC security clearance; evidence of which is to be provided prior to the start date.</p>
<b>Cyber Essentials Scheme</b>	<p>The Buyer requires the Supplier to have and maintain a Cyber Essentials Plus Certificate for the work undertaken under this SOW, in accordance with Joint Schedule 13 (Cyber Essentials Scheme).</p>
<b>SOW Standards</b>	<p><u>Quality Standards</u></p> <p>a) No specific Quality Management system requirements are defined. This does not relieve the Supplier of providing conforming products under this contract. Certificate of Conformity shall be provided in accordance with DEFCON 627.</p> <p>b) No deliverable Quality Plan is required for reference DEFCON 602B.</p> <p>c) Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 – Quality Assurance Procedural Requirements – Concessions.</p> <p>d) Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 – Quality Assurance Procedural Requirements – Contractor Working Parties.</p> <p><u>Technical Standards</u></p> <p>The Supplier is expected to deliver the work using the most appropriate project management (e.g., Agile) and service management ITIL methodologies, as agreed within the team and in accordance with both the Government's Technology Code of Practice, and the Government Service Manual (where each applies).</p>

<b>Performance Management</b>	<p>Performance Management of this Statement of Work shall be in accordance with Call-Off Schedule 14B (Service Levels and Balanced Scorecard).</p> <p>1. The following additional requirements shall apply:</p> <p>1.1 The Supplier-provided resources shall be to the standard of skill and experience reasonably expected to deliver the Services. Acting reasonably, the Buyer may request the replacement of any resource it considers to be falling below, or to have fallen below, the standard that would be reasonably expected in technical delivery and/or professionalism required to deliver the Services. The Supplier shall use reasonable endeavours to provide a suitable alternative resource to replace such rejected resource at no additional cost to the Buyer, with the proposed replacement identified to the Buyer for its comment prior to their commencement in support of the Contract.</p> <p>1.2 Should the Supplier wish to change/replace resources delivering the Services during the term of the Contract, it shall engage with the Authority to advise of its proposed replacement(s) with a minimum notice period of 30 days, including their standards and skills and experience to safeguard delivery of the Services.</p>															
<b>Additional Requirements</b>	<p>The onboarding plan for this Call-Off Contract is:</p> <p>The MOD site team shall allow access to MOD establishments providing the correct SC clearance documents are received and approved. The following information will need to be provided to support on-boarding, including providing staff details including:</p> <ul style="list-style-type: none"> <li>• Full Name</li> <li>• Date of Birth</li> <li>• Nationality</li> <li>• DV / Security Clearance start date and end date (if applicable; and</li> <li>• Vehicle registration no.</li> </ul> <p>The offboarding plan for this Call-Off Contract is to be agreed no less than <b>1 month</b> from the Statement of Work end date.</p>															
<b>Key Supplier Staff</b>	<p>Please provide the names and email addresses of any Key Supplier Staff for this Statement of Work.</p> <table border="1" data-bbox="405 1688 1388 1883"> <thead> <tr> <th>Key Role</th><th>Key Staff</th><th>Contract Details</th></tr> </thead> <tbody> <tr> <td>None</td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table>	Key Role	Key Staff	Contract Details	None											
Key Role	Key Staff	Contract Details														
None																

<b>Worker Engagement Status</b>	<p><b>IR35</b></p> <p>In accordance with assessment number IR352235, it has been determined that Off-Payroll Working Rules (IR35) apply to this Call-Off Contract.</p> <p>Individuals provided by the Supplier to perform services under this Statement of Work are therefore requested to review the Status Determination Statement for this contract. Should they dispute the result of this determination, please contact <b>Redacted Under FOIA Section 40, Personal Information</b> in the first instance. You will need to provide all the reasons why you believe the determination is wrong.</p>
<b>SOW Reporting Requirements:</b>	<p>Further to the Supplier providing the management information detailed in Call-Off Schedule 15 (Call-Off Contract Management), the Supplier shall also provide the following additional management information under and applicable to this SOW only:</p> <p><b><u>Knowledge Transfer</u></b></p> <p>In accordance with Clause 1 (Knowledge Transfer) of KPI 4: Agile Delivery (in 'Call-Off Schedule 14B (Service Levels and Balanced Scorecard)'):</p> <ol style="list-style-type: none"> <li>1. The Contractor shall report (be that written or oral) to the Authority, at the end of each 'service block' (namely, every 2 sprints), the knowledge transfer activity that has been conducted under this contract. The Knowledge Transfer report, as detailed above, shall consist of any combination of the following: <ol style="list-style-type: none"> <li>a. Evidence of delivery of the ongoing knowledge transfer to MOD crown servants as part of the contract;</li> <li>b. Evidence of collaboration between contract workstream leads and their MOD client counterpart of how they have shaped and agreed an appropriate amount and type of knowledge transfer; and</li> <li>c. Evidence of promotion and oversight of knowledge transfer with captured examples of knowledge transfer, and evidence of regular feedback to improve the value of knowledge transfer to MOD.</li> </ol> </li> <li>2. Knowledge transfer includes, but is not limited to, technical and personal development areas; and may be in various forms including coaching, mentoring, training, presentations, show &amp; tell sessions, attending communities of practice meeting, etc.</li> </ol>

#### 4. CHARGES

<b>Call Off Contract Charges</b>	<p>The applicable charging method(s) for this SOW is <b>Capped Time &amp; Materials</b>.</p> <p>The breakdown of the Charges is:</p> <table><tr><th>Role</th><th>SFIA Level</th><th>Day Rate (£ ex VAT)</th><th>Maximum Anticipat ed Days</th><th>Total (£ ex VAT)</th></tr><tr><td>Redacted Under FOIA Section 43, Commercial Interests</td><td>Redacted Under FOIA Section 43, Commercial Interests</td><td>Redacted Under FOIA Section 43, Commercial Interests</td><td>Redacted Under FOIA Section 43, Commercial Interests</td><td>Redacted Under FOIA Section 43, Commercial Interests</td></tr><tr><td colspan="4"><b>Total Resource Value (Time and Materials) Limit of Liability (ex VAT)</b></td><td>£169,520.00</td></tr></table> <p>The Charges detailed in the financial model shall be invoiced in accordance with Clause4 of the Call-Off Contract.</p>	Role	SFIA Level	Day Rate (£ ex VAT)	Maximum Anticipat ed Days	Total (£ ex VAT)	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	<b>Total Resource Value (Time and Materials) Limit of Liability (ex VAT)</b>				£169,520.00	
Role	SFIA Level	Day Rate (£ ex VAT)	Maximum Anticipat ed Days	Total (£ ex VAT)													
Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests													
<b>Total Resource Value (Time and Materials) Limit of Liability (ex VAT)</b>				£169,520.00													
<b>Rate Cards Applicable</b>	In accordance with the Rate Card in Annex 2 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)																
<b>Financial Model</b>	<i>Capped time and materials and invoiced monthly in arrears.</i>																
<b>Reimbursable Expenses</b>	<p>In accordance with the Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)</p> <p><b>Expenses Policy</b></p> <p><u>T&amp;S limits</u> All T&amp;S must be approved by the Buyer’s Project Manager or nominated DD representative prior to bookings being made/or costs incurred. Failure to secure prior acceptance will result in the rejection of associated T&amp;S costs and invoices. The Day Rate <i>includes</i> the cost of T&amp;S associated with being based at <b>MOD Corsham</b>.</p> <p><u>Travel:</u></p> <table><tr><td><u>Allowance Type</u></td><td><u>Rate</u></td></tr><tr><td>Public Transport</td><td>Economy only</td></tr><tr><td>Motor Mileage Allowance</td><td></td></tr><tr><td>- Up to 10000 miles</td><td>45p per mile</td></tr><tr><td>- Over 10000 miles</td><td>25p per mile</td></tr><tr><td>Motorcycle Allowance</td><td>24p per mile</td></tr></table> <p><u>Subsistence:</u> You can claim Receipted expenditure, within the detailed limits below. These are not flat-rate payments but ceilings for actual expenditure incurred. The ceilings therefore are not cumulative and apply only to the specific element of the claim. Supplier must obtain and retain itemised receipts for all claims.</p> <table><tr><td><u>Allowance Type</u></td><td><u>Rate</u></td></tr><tr><td>Over 5 hours</td><td>£5.00</td></tr></table>	<u>Allowance Type</u>	<u>Rate</u>	Public Transport	Economy only	Motor Mileage Allowance		- Up to 10000 miles	45p per mile	- Over 10000 miles	25p per mile	Motorcycle Allowance	24p per mile	<u>Allowance Type</u>	<u>Rate</u>	Over 5 hours	£5.00
<u>Allowance Type</u>	<u>Rate</u>																
Public Transport	Economy only																
Motor Mileage Allowance																	
- Up to 10000 miles	45p per mile																
- Over 10000 miles	25p per mile																
Motorcycle Allowance	24p per mile																
<u>Allowance Type</u>	<u>Rate</u>																
Over 5 hours	£5.00																

**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**

Crown Copyright 2021

**OFFICIAL-SENSITIVE COMMERCIAL**

	Over 10 hours	£10.00
	Over 12 Hours	£15.00
	Evening Meal (overnight stay)	£22.50
	Breakfast (where not included)	£10.00
	Alcohol: Cannot be claimed for.	

**5. SIGNATURES AND APPROVALS****Agreement of this SOW**

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the

**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**

Crown Copyright 2021

**OFFICIAL-SENSITIVE COMMERCIAL**

Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:

<b>For and on behalf of the Supplier</b>	Name	Redacted Under FOIA Section 40, Personal Information
	Title	Redacted Under FOIA Section 40, Personal Information
	Date	Redacted Under FOIA Section 40, Personal Information
	Signature	Redacted Under FOIA Section 40, Personal Information
<b>For and on behalf of the Buyer</b>	Name	Redacted Under FOIA Section 40, Personal Information
	Title	Redacted Under FOIA Section 40, Personal Information
	Date	Redacted Under FOIA Section 40, Personal Information
	Signature	Redacted Under FOIA Section 40, Personal Information

## Annex 2 (Statement of Work: 02)

<b>1. STATEMENT OF WORK ("SOW") DETAILS</b>	
<p>Upon execution, this SOW forms part of the Call-Off Contract (reference below).</p> <p>The Parties will execute a SOW for each set of Buyer Deliverables required. Any ad-hoc Deliverables requirements are to be treated as individual requirements in their own right and the Parties should execute a separate SOW in respect of each, or alternatively agree a Variation to an existing SOW.</p> <p>All SOWs must fall within the Specification and provisions of the Call-Off Contract.</p> <p>The details set out within this SOW apply only in relation to the Deliverables detailed herein and will not apply to any other SOWs executed or to be executed under this Call-Off Contract, unless otherwise agreed by the Parties in writing.</p>	
<b>Date of SOW:</b>	29 <sup>th</sup> January 2024
<b>SOW Title:</b>	Discovery Phase for a Design System Toolkit
<b>SOW Reference:</b>	02

## Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Crown Copyright 2021

OFFICIAL-SENSITIVE COMMERCIAL

<b>Call-Off Contract Reference:</b>	DF/122 – Digital Foundry as a Service
<b>Buyer:</b>	Digital Foundry, Defence Digital, Ministry of Defence
<b>Supplier:</b>	Capgemini UK plc
<b>SOW Start Date:</b>	29 <sup>th</sup> January 2024
<b>SOW End Date:</b>	31 <sup>st</sup> March 2024
<b>Duration of SOW:</b>	2 Months
<b>Key Personnel (Buyer)</b>	Redacted Under FOIA Section 40, Personal Information
<b>Key Personnel (Supplier)</b>	None.
<b>Subcontractors</b>	None.

### 2. CALL-OFF CONTRACT SPECIFICATION - PROGRAMME CONTEXT

<b>SOW Deliverables Background</b>	<p><u>Background</u></p> <p>The <b>Defence Digital Foundry</b> is a new alliance of digital teams in the MoD. The Foundry will deliver digital services that help people in defence get things done - from the warfighter to the back office - and also deliver enabling tools and platforms that help other digital teams to deliver their services faster and better. Together with the digital teams of the Royal Navy, British Army and Royal Air Force and from other teams in MoD, the Foundry will pioneer new ways to exploit Defence's data, including Artificial Intelligence and other game-changing technologies, to ensure the UK keeps up with our allies and stays ahead of threats in an era of persistent competition and disruptive technology.</p> <p>The <b>Defence Developer Services (D2S)</b> sits within the Ministry of Defence's Digital Foundry (Defence Digital) and provides its users with a streamlined and accelerated software delivery experience. The service spans across people, practices and platforms and is designed to deliver a shorter time to market and promote greater business agility and resilience. The flagship offering of D2S is a DevSecOps Platform which allows users to build, test and launch secure software as highly available cloud-native-services.</p>
<b>Overview of Requirement</b>	<p>This requirement is for a discovery team to conduct a discovery phase to understand the future of the MOD design system toolkit to best support those who need/use it across the Foundry.</p> <p>The Discovery Phase is aimed at testing the need for a Design System Toolkit which will form part of the wider Defence Developer Services. The primary objective of this phase is to conduct in-depth research, engage stakeholders, and define a clear strategic roadmap for the successful transition of the service into an active and thriving community-driven product. The Discovery Phase will lay the groundwork for subsequent development and implementation efforts.</p>

<b>Accountability Models</b>	<p>Please tick the Accountability Model(s) that shall be used under this Statement of Work:</p> <p>Sole Responsibility: <input type="checkbox"/></p> <p>Self Directed Team: <input type="checkbox"/></p> <p>Rainbow Team: <input checked="" type="checkbox"/></p>
------------------------------	---

**3. BUYER REQUIREMENTS – SOW DELIVERABLES**

<b>Outcome Description</b>	<p><u>Statement of Work</u></p> <p>This requirement is for a discovery team to conduct a discovery phase to understand the future of the MOD design system toolkit to best support those who need/use it across the Foundry.</p> <p>The Discovery Phase is aimed at testing the need for a Design System Toolkit which will form part of the wider Defence Developer Services. The primary objective of this phase is to conduct in-depth research, engage stakeholders, and define a clear strategic roadmap for the successful transition of the service into an active and thriving community-driven product. The Discovery Phase will lay the groundwork for subsequent development and implementation efforts.</p> <p>The roles required for this team are as follows:</p> <table border="1" data-bbox="544 1093 1310 1328"> <thead> <tr> <th>Role</th> <th>SFIA Level</th> <th>Maximum Anticipated Days</th> </tr> </thead> <tbody> <tr> <td>Redacted Under FOIA Section 43, Commercial Interests</td> <td>Redacted Under FOIA Section 43, Commercial Interests</td> <td>Redacted Under FOIA Section 43, Commercial Interests</td> </tr> </tbody> </table> <p><u>Scope of Work</u></p> <p>The Discovery Phase will encompass the following key considerations:</p> <p>Stakeholder Engagement:</p> <ul style="list-style-type: none"> <li>Identify and engage key stakeholders, including designers, developers, product managers, and other relevant team members.</li> <li>Conduct interviews to understand needs, expectations and pain points.</li> <li>Collaboratively establish goals, success metrics, and desired outcomes for the Community Design System.</li> </ul> <p>User Research and Personas:</p> <ul style="list-style-type: none"> <li>Conduct user research to gain insights into the needs, preferences, and behaviours of potential and future users.</li> <li>Create user personas that represent the different user groups and their distinct requirements.</li> <li>Creating user journey maps that visually depict the as-is end-to-end user experience, highlighting touchpoints and pain points.</li> </ul> <p>Service Ecosystem Map:</p>	Role	SFIA Level	Maximum Anticipated Days	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests
Role	SFIA Level	Maximum Anticipated Days					
Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests					

	<ul style="list-style-type: none"> <li>• Creation of a visual representation of the entire service ecosystem, showing all the interactions, stakeholders, and processes involved in delivering the service.</li> <li>• Show how this will fit into the wider Defence Digital Services</li> </ul> <p>Value Proposition and Differentiation:</p> <ul style="list-style-type: none"> <li>• Collaborate with stakeholders to define a compelling value proposition for the community product, outlining how it addresses user needs and stands out in the market.</li> <li>• Identify unique differentiators that will attract and engage users, fostering a sense of community ownership.</li> <li>• Understand the best route forward through recommendations from research insights, articulating the different options for next steps, identifying benefits and any risks or drawbacks.</li> </ul> <p>Feature Assessment and Enhancement:</p> <ul style="list-style-type: none"> <li>• Conduct a gap analysis and review of the existing service and explore and understand the roadmap and priorities for future development of the service against the discovery user research findings to analyse in totality and compare to demonstrate how it informed next steps and recommendations</li> <li>• Identify opportunities for feature enhancements, new capabilities, and user-driven innovations that align with community goals.</li> </ul> <p>Community Governance and Participation Model:</p> <ul style="list-style-type: none"> <li>• Design a community governance model that outlines decision-making processes, user roles, moderation strategies, and mechanisms for community contribution.</li> <li>• Define clear guidelines for user participation, content submission, and community interaction, fostering a sense of ownership and inclusivity.</li> </ul> <p>Design Principles:</p> <ul style="list-style-type: none"> <li>• Establishing design principles that will guide the development of solutions and ensure consistency and coherence throughout the service.</li> <li>• Establish how accessibility will be approached and embedded.</li> </ul> <p>Technical Feasibility and Platform Migration:</p> <ul style="list-style-type: none"> <li>• Collaborate with technical teams to assess the technical feasibility of migrating and integrating existing service components into the community product.</li> <li>• Identify potential challenges and opportunities related to platform migration, data migration, and system scalability.</li> </ul> <p>Prototyping:</p> <ul style="list-style-type: none"> <li>• Creating low-fidelity prototypes or mock-ups of potential service solutions to quickly visualize and test ideas.</li> </ul> <p>Documentation and Reporting:</p> <ul style="list-style-type: none"> <li>• Document the findings, insights, and recommendations from the Discovery Phase in a detailed Discovery Report.</li> <li>• Present the key findings, proposed strategies, and potential obstacles to stakeholders through a presentation. Provide a recommendation on progression to Alpha or retire activity after Discovery. If the recommendation is to proceed, provide a list of prioritised options to test at Alpha.</li> </ul> <p><u>Deliverables</u></p> <p>Upon completion of the Discovery Phase, the following deliverables will be provided:</p>
--	--

	<ul style="list-style-type: none"> <li>Discovery Report: A comprehensive document summarizing stakeholder input, user research insights, personas, value proposition, feature assessment, governance model, and engagement strategy.</li> <li>Presentation: A visual and verbal presentation of the Discovery Report's key insights, prototype and recommendations, aimed at facilitating stakeholder alignment and decision-making.</li> </ul> <p>As Supplier Staff are under the management and direction of the Buyer, any Deliverables contained within this SOW are not subject to Testing and/or any acceptance procedures.</p> <p><u>Next Steps</u></p> <p>The insights gained from the Discovery Phase will lay the foundation for subsequent phases of design, development, and implementation. Based on the outcomes, a comprehensive plan for transforming the managed service into a thriving community product will be developed.</p> <p><u>Supplier Requirements</u></p> <ul style="list-style-type: none"> <li>Redacted Under FOIA Section 43, Commercial Interests</li> </ul> <p><u>Work Location</u></p> <p>Hybrid work arrangement. Typically, the services can be delivered remotely, however there will be a requirement for the discovery team to attend MOD Corsham (and other MOD sites) on an ad hoc basis when the <u>business need arises</u>.</p> <p><u>Expenses Policy</u></p> <p>Travel to MOD Corsham shall be inclusive in the day rates; any additional meetings to any other locations will be subject to Travel &amp; Subsistence (Terms and Conditions with rates can be found in the Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy).</p>
<b>Delivery Plan</b>	N/A
<b>Buyer's Obligations and Dependencies</b>	<p>The Buyer is responsible for:</p> <ol style="list-style-type: none"> <li>Granting access to MOD premises and facilities that are necessary to enable the supplier to provide the services as specified within this Call-Off Contract Statement of Work; and</li> <li>Provision of MODNet access (including a MODNet laptop).</li> <li>Provision of the Defence Developer Services (D2S) Security Aspects Letter (SAL).</li> <li>It is acknowledged that MODNet laptops will only be accessible to those with SC clearance.</li> <li>All Buyer's Obligations identified in the Order Form section Buyer's Obligations.</li> </ol>
<b>Supplier Resource Plan</b>	N/A

<b>Security Applicable to SOW:</b>	<p>The Supplier confirms that all Supplier Staff working on Buyer Sites and on Buyer Systems and Deliverables, have completed Supplier Staff Vetting in accordance with Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).</p> <p>Within the scope of the Call-Off Contract Statement of Work, the Supplier will provide individuals holding current SC security clearance; evidence of which is to be provided prior to the start date.</p>
<b>Cyber Essentials Scheme</b>	<p>The Buyer requires the Supplier to have and maintain a Cyber Essentials Plus Certificate for the work undertaken under this SOW, in accordance with Joint Schedule 13 (Cyber Essentials Scheme).</p>
<b>SOW Standards</b>	<p><u>Quality Standards</u></p> <p>a) No specific Quality Management system requirements are defined. This does not relieve the Supplier of providing conforming products under this contract. Certificate of Conformity shall be provided in accordance with DEFCON 627.</p> <p>b) No deliverable Quality Plan is required for reference DEFCON 602B.</p> <p>c) Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 – Quality Assurance Procedural Requirements – Concessions.</p> <p>d) Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 – Quality Assurance Procedural Requirements – Contractor Working Parties.</p> <p><u>Technical Standards</u></p> <p>The Supplier is expected to deliver the work using the most appropriate project management (e.g., Agile) and service management ITIL methodologies, as agreed within the team and in accordance with both the Government's Technology Code of Practice, and the Government Service Manual (where each applies).</p>
<b>Performance Management</b>	<p>Performance Management of this Statement of Work shall be in accordance with Call-Off Schedule 14 (Service Levels and Balanced Scorecard).</p> <p>2. The following additional requirements shall apply:</p> <p>1.3 The Supplier-provided resources shall be to the standard of skill and experience reasonably expected to deliver the Services. Acting reasonably, the Buyer may request the replacement of any resource it considers to be falling below, or to have fallen below, the standard that would be reasonably expected in technical delivery and/or professionalism required to deliver the Services. The Supplier shall use all reasonable endeavours to provide a suitable alternative resource to replace such rejected resource at no additional cost to the Buyer, with the proposed replacement identified to the Buyer for its comment prior to their commencement in support of the Contract.</p> <p>1.4 Should the Supplier wish to change/replace resources delivering the Services during the term of the Contract, it shall engage with the Authority to advise of its proposed replacement(s) with a minimum notice period of 30 days, including their standards and skills and experience to safeguard delivery of the Services.</p>

<b>Additional Requirements</b>	<p>The onboarding plan for this Call-Off Contract is:</p> <p>The MOD site team shall allow access to MOD establishments providing the correct SC clearance documents are received and approved. The following information will need to be provided to support on-boarding, including providing staff details including:</p> <ul style="list-style-type: none"> <li>• Full Name</li> <li>• Date of Birth</li> <li>• Nationality</li> <li>• DV / Security Clearance start date and end date (if applicable; and</li> <li>• Vehicle registration no.</li> </ul> <p>The offboarding plan for this Call-Off Contract is to be agreed no less than <b>1 month</b> from the Statement of Work end date.</p>																	
<b>Key Supplier Staff</b>	<p>Please provide the names and email addresses of any Key Supplier Staff for this Statement of Work.</p> <table border="1"> <thead> <tr> <th>Key Role</th> <th>Key Staff</th> <th>Contract Details</th> </tr> </thead> <tbody> <tr> <td>None</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Key Role	Key Staff	Contract Details	None											
Key Role	Key Staff	Contract Details																
None																		

<p><b>Worker Engagement Status</b></p>	<p><u>IR35</u></p> <p>In accordance with assessment number <u>IR352235</u>, it has been determined that Off-Payroll Working Rules (IR35) apply to this Call-Off Contract.</p> <p>Individuals provided by the Supplier to perform services under this Statement of Work are therefore requested to review the Status Determination Statement for this contract. Should they dispute the result of this determination, please contact <b>Redacted Under FOIA Section 40, Personal Information</b> in the first instance. You will need to provide all the reasons why you believe the determination is wrong.</p>
<p><b>SOW Reporting Requirements:</b></p>	<p>Further to the Supplier providing the management information detailed in Call-Off Schedule 15 (Call-Off Contract Management), the Supplier shall also provide the following additional management information under and applicable to this SOW only:</p> <p><u>Knowledge Transfer</u></p> <p>In accordance with Clause 1 (Knowledge Transfer) of KPI 4: Agile Delivery (in 'Call-Off Schedule 14B (Service Levels and Balanced Scorecard)'):</p> <ol style="list-style-type: none"> <li>2. The Contractor shall report (be that written or oral) to the Authority, at the end of each 'service block' (namely, every 2 sprints), the knowledge transfer activity that has been conducted under this contract. The Knowledge Transfer report, as detailed above, shall consist of any combination of the following:             <ol style="list-style-type: none"> <li>b. Evidence of delivery of the ongoing knowledge transfer to MOD crown servants as part of the contract;</li> <li>c. Evidence of collaboration between contract workstream leads and their MOD client counterpart of how they have shaped and agreed an appropriate amount and type of knowledge transfer; and</li> <li>d. Evidence of promotion and oversight of knowledge transfer with captured examples of knowledge transfer, and evidence of regular feedback to improve the value of knowledge transfer to MOD.</li> </ol> </li> <li>3. Knowledge transfer includes, but is not limited to, technical and personal development areas; and may be in various forms including coaching, mentoring, training, presentations, show &amp; tell sessions, attending communities of practice meeting, etc.</li> </ol> <p><u>Discovery Report</u></p> <p>A comprehensive document summarizing stakeholder input, user research insights, personas, value proposition, feature assessment, governance model, and engagement strategy.</p> <p><u>Presentation</u></p> <p>A visual and verbal presentation of the Discovery Report's key insights, prototype, and recommendations, aimed at facilitating stakeholder alignment and decision-making.</p>

#### 4. CHARGES

Call Off Contract Charges	<p>The applicable charging method(s) for this SOW is <b>Capped Time &amp; Materials</b>.</p> <p>The breakdown of the Charges is:</p> <table><tr><th>Role</th><th>SFIA Level</th><th>Day Rate (£ ex VAT)</th><th>Maximum Anticipated Days</th><th>Total (£ ex VAT)</th></tr><tr><td>Redacted Under FOIA Section 43, Commercial Interests</td><td>Redacted Under FOIA Section 43, Commercial Interests</td><td>Redacted Under FOIA Section 43, Commercial Interests</td><td>Redacted Under FOIA Section 43, Commercial Interests</td><td>Redacted Under FOIA Section 43, Commercial Interests</td></tr><tr><td colspan="4">Total Resource Value (Time and Materials) Limit of Liability (ex VAT)</td><td>£112,710.00</td></tr></table> <p>The Charges detailed in the financial model shall be invoiced in accordance with Clause4 of the Call-Off Contract.</p> <p>Redacted Under FOIA Section 43, Commercial Interests</p>	Role	SFIA Level	Day Rate (£ ex VAT)	Maximum Anticipated Days	Total (£ ex VAT)	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Total Resource Value (Time and Materials) Limit of Liability (ex VAT)				£112,710.00
Role	SFIA Level	Day Rate (£ ex VAT)	Maximum Anticipated Days	Total (£ ex VAT)												
Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests												
Total Resource Value (Time and Materials) Limit of Liability (ex VAT)				£112,710.00												
Rate Cards Applicable	In accordance with the Rate Card in Annex 2 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)															
Financial Model	Capped time and materials and invoiced monthly in arrears.															
Reimbursable Expenses	<p>In accordance with the Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)</p> <p><b>Expenses Policy</b></p> <p><u>T&amp;S limits</u> All T&amp;S must be approved by the Buyer’s Project Manager or nominated DD representative prior to bookings being made/or costs incurred. Failure to secure prior acceptance will result in the rejection of associated T&amp;S costs and invoices. The Day Rate <i>includes</i> the cost of T&amp;S associated with being based at <b>MOD Corsham</b>.</p> <p><u>Travel:</u></p> <table><tr><th>Allowance Type</th><th>Rate</th></tr><tr><td>Public Transport</td><td>Economy only</td></tr><tr><td>Motor Mileage Allowance</td><td></td></tr><tr><td>- Up to 10000 miles</td><td>45p per mile</td></tr><tr><td>- Over 10000 miles</td><td>25p per mile</td></tr><tr><td>Motorcycle Allowance</td><td>24p per mile</td></tr></table> <p><u>Subsistence:</u> You can claim Receipted expenditure, within the detailed limits below. These are not flat-rate payments but ceilings for actual expenditure incurred. The ceilings therefore are not cumulative and apply only to the specific element of the claim. Supplier must obtain and retain itemised receipts for all claims.</p>	Allowance Type	Rate	Public Transport	Economy only	Motor Mileage Allowance		- Up to 10000 miles	45p per mile	- Over 10000 miles	25p per mile	Motorcycle Allowance	24p per mile			
Allowance Type	Rate															
Public Transport	Economy only															
Motor Mileage Allowance																
- Up to 10000 miles	45p per mile															
- Over 10000 miles	25p per mile															
Motorcycle Allowance	24p per mile															

**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**

Crown Copyright 2021

**OFFICIAL-SENSITIVE COMMERCIAL**

<u>Allowance Type</u>	<u>Rate</u>
Over 5 hours	£5.00
Over 10 hours	£10.00
Over 12 Hours	£15.00
Evening Meal (overnight stay)	£22.50
Breakfast (where not included)	£10.00
Alcohol: Cannot be claimed for.	

**5. SIGNATURES AND APPROVALS****Agreement of this SOW**

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the

**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**

Crown Copyright 2021

**OFFICIAL-SENSITIVE COMMERCIAL**

Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:

<b>For and on behalf of the Supplier</b>	Name	Redacted Under FOIA Section 40, Personal Information
	Title	Redacted Under FOIA Section 40, Personal Information
	Date	Redacted Under FOIA Section 40, Personal Information
	Signature	Redacted Under FOIA Section 40, Personal Information
<b>For and on behalf of the Buyer</b>	Name	Redacted Under FOIA Section 40, Personal Information
	Title	Redacted Under FOIA Section 40, Personal Information
	Date	Redacted Under FOIA Section 40, Personal Information
	Signature	Redacted Under FOIA Section 40, Personal Information

## Annex 3 (Statement of Work: 03)

<b>1. STATEMENT OF WORK ("SOW") DETAILS</b>	
<p>Upon execution, this SOW forms part of the Call-Off Contract (reference below).</p> <p>The Parties will execute a SOW for each set of Buyer Deliverables required. Any ad-hoc Deliverables requirements are to be treated as individual requirements in their own right and the Parties should execute a separate SOW in respect of each, or alternatively agree a Variation to an existing SOW.</p> <p>All SOWs must fall within the Specification and provisions of the Call-Off Contract.</p> <p>The details set out within this SOW apply only in relation to the Deliverables detailed herein and will not apply to any other SOWs executed or to be executed under this Call-Off Contract, unless otherwise agreed by the Parties in writing.</p>	
<b>Date of SOW:</b>	29/01/2024
<b>SOW Title:</b>	Discovery and User Interaction Activity for Defence Development Services
<b>SOW Reference:</b>	03

**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**

Crown Copyright 2021

**OFFICIAL-SENSITIVE COMMERCIAL**

<b>Call-Off Contract Reference:</b>	DF/122 – Digital Foundry as a Service
<b>Buyer:</b>	Digital Foundry, Defence Digital, Ministry of Defence
<b>Supplier:</b>	Capgemini UK plc
<b>SOW Start Date:</b>	TBC
<b>SOW End Date:</b>	31 <sup>st</sup> May 2024
<b>Duration of SOW:</b>	4 Months
<b>Key Personnel (Buyer)</b>	Redacted Under FOIA Section 40, Personal Information
<b>Key Personnel (Supplier)</b>	None.
<b>Subcontractors</b>	None.

**2. CALL-OFF CONTRACT SPECIFICATION - PROGRAMME CONTEXT**

<b>SOW Deliverables Background</b>	<p><u>Background</u></p> <p>The <b>Defence Digital Foundry</b> is a new alliance of digital teams in the MoD. The Foundry will deliver digital services that help people in defence get things done - from the warfighter to the back office - and also deliver enabling tools and platforms that help other digital teams to deliver their services faster and better. Together with the digital teams of the Royal Navy, British Army and Royal Air Force and from other teams in MoD, the Foundry will pioneer new ways to exploit Defence's data, including Artificial Intelligence and other game-changing technologies, to ensure the UK keeps up with our allies and stays ahead of threats in an era of persistent competition and disruptive technology.</p> <p>The <b>Defence Developer Services (D2S)</b> sits within the Ministry of Defence's Digital Foundry (Defence Digital) and provides its users with a streamlined and accelerated software delivery experience. The service spans across people, practices and platforms and is designed to deliver a shorter time to market and promote greater business agility and resilience. The flagship offering of D2S is a DevSecOps Platform which allows users to build, test and launch secure software as highly available cloud-native-services.</p>
<b>Overview of Requirement</b>	<p>This Statement of Work outlines the plan to conduct a series of discovery activities to understand the needs of developers and development teams on the Development and Production environments and to best support those who need/use it across Defence business teams.</p> <p>The need for User Research is aimed at testing the needs and the usability of existing platform services which will form part of the wider Defence Developer Services. The primary objective is to conduct in-depth research, engage stakeholders, and to work with the Product Manager to define a clear strategic roadmap. The activity will lay the groundwork for subsequent development and implementation efforts.</p> <p>The User Interface will offer a seamless and intuitive experience for users interacting with the platform, emphasising ease of navigation and efficient task execution.</p>

<b>Accountability Models</b>	<p><i>Please tick the Accountability Model(s) that shall be used under this Statement of Work:</i></p> <p><i>Sole Responsibility:</i> <input type="checkbox"/></p> <p><i>Self Directed Team:</i> <input type="checkbox"/></p> <p><i>Rainbow Team:</i> <input checked="" type="checkbox"/></p>
------------------------------	---

### 3. BUYER REQUIREMENTS – SOW DELIVERABLES

<b>Outcome Description</b>	<p><b>Scope of Work:</b></p> <p>The Discovery Phase will encompass the following key considerations:</p> <p>Stakeholder Engagement:</p> <ul style="list-style-type: none"> <li>Join the existing UCD community to identify and engage key stakeholders, including designers, developers, product managers, and other relevant team members.</li> <li>Conduct interviews to understand needs, expectations and pain points.</li> <li>Collaboratively establish goals, success metrics, and desired outcomes for the service</li> </ul> <p>User Research and Personas:</p> <ul style="list-style-type: none"> <li>Conduct user research to gain insights into the needs, preferences, and behaviours of potential and future users.</li> <li>Work with the existing UCD community utilising user journey maps that visually depict the as-is end-to-end user experience, highlighting touchpoints and pain points.</li> </ul> <p>Interaction Design:</p> <ul style="list-style-type: none"> <li>Produce wireframes, mock ups prototypes and design specifications aligning with user needs and business objectives which will prioritise user experience while integrating robust security practices.</li> <li>Build UI that will offer a seamless and intuitive experience for users interacting with the platform, emphasising ease of navigation and efficient task execution.</li> <li>Throughout the development process, iterative feedback loops will be established to incorporate user testing results, ensuring the final UI design is refined and optimised for usability, security and alignment with service objectives.</li> <li>On completion, the UI will be presented alongside comprehensive design specifications and documentation to facilitate seamless integration into Developer Services, empowering users with a secure, efficient, and user-friendly interface for their operations.</li> </ul> <p>Value Proposition and Differentiation:</p> <ul style="list-style-type: none"> <li>Identify unique differentiators that will attract and engage users, fostering a sense of service ownership.</li> <li>Understand the best route forward through recommendations from research insights, articulating the different options for next steps, identifying benefits and any risks or drawbacks.</li> </ul> <p>Feature Assessment and Enhancement:</p> <ul style="list-style-type: none"> <li>Conduct a gap analysis and review of the existing service and explore and understand the roadmap and priorities for future development of the service against the discovery user research findings to analyse in totality and compare to demonstrate how it informed next steps and recommendations.</li> </ul>
----------------------------	---

	<ul style="list-style-type: none"><li>Identify opportunities for feature enhancements, new capabilities, and user-driven innovations that align with community goals.</li></ul> <p>Documentation and Reporting:</p> <ul style="list-style-type: none"><li>Document the findings, insights, and recommendations from the Discovery Phase in a detailed Discovery Report.</li><li>Present the key findings, proposed strategies, and potential obstacles to stakeholders through a presentation. Provide a recommendation on progression to Alpha or retire activity after Discovery. If the recommendation is to proceed, provide a list of prioritised options to test at Alpha.</li></ul> <p>Timeline:</p> <p>The Discovery Activity to support a continuation of service for Developer Services is projected to span <b>Redacted Under FOIA Section 43, Commercial Interests</b> on commencing upon day one of onboarding.</p> <p>Next Steps:</p> <p>The insights gained from the Discovery activity will lay the foundation for subsequent phases of design, development, and implementation. The outcomes will feed into the wider Developer Services UCD Strategy and Plan.</p> <p>The roles required for this team are as follows:</p> <table><tr><th>Role</th><th>SFIA Level</th><th>Maximum Anticipated Days</th></tr><tr><td><b>Redacted Under FOIA Section 43, Commercial Interests</b></td><td><b>Redacted Under FOIA Section 43, Commercial Interests</b></td><td><b>Redacted Under FOIA Section 43, Commercial Interests</b></td></tr></table> <p>As Supplier Staff are under the management and direction of the Buyer, any Deliverables contained within this SOW are not subject to Testing and/or any acceptance procedures.</p> <p><u>Work Location</u></p> <p>Hybrid work arrangement. Typically, the services can be delivered remotely, however there will be a requirement for the discovery team to attend MOD Corsham (and other MOD sites) on an ad hoc basis when the <u>business need arises</u>.</p> <p><u>Expenses Policy</u></p> <p>Travel to MOD Corsham shall be inclusive in the day rates; any additional meetings to any other locations will be subject to Travel &amp; Subsistence (Terms and Conditions with rates can be found in the Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy).</p>	Role	SFIA Level	Maximum Anticipated Days	<b>Redacted Under FOIA Section 43, Commercial Interests</b>	<b>Redacted Under FOIA Section 43, Commercial Interests</b>	<b>Redacted Under FOIA Section 43, Commercial Interests</b>
Role	SFIA Level	Maximum Anticipated Days					
<b>Redacted Under FOIA Section 43, Commercial Interests</b>	<b>Redacted Under FOIA Section 43, Commercial Interests</b>	<b>Redacted Under FOIA Section 43, Commercial Interests</b>					
Delivery Plan	N/A						
Buyer's Obligations and Dependencies	<p>The Buyer is responsible for:</p> <ol style="list-style-type: none"><li>Granting access to MOD premises and facilities that are necessary to enable the supplier to provide the services as specified within this Call-Off Contract Statement of Work; and</li></ol>						

	<ol style="list-style-type: none"> <li>2. Provision of MODNet access (including a MODNet laptop).</li> <li>3. Provision of the Defence Developer Services (D2S) Security Aspects Letter (SAL).</li> <li>4. It is acknowledged that MODNet laptops will only be accessible to those with SC clearance.</li> <li>5. All Buyer's Obligations identified in the Order Form section Buyer's Obligations.</li> </ol>
<b>Supplier Resource Plan</b>	N/A
<b>Security Applicable to SOW:</b>	<p>The Supplier confirms that all Supplier Staff working on Buyer Sites and on Buyer Systems and Deliverables, have completed Supplier Staff Vetting in accordance with Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).</p> <p>Within the scope of the Call-Off Contract Statement of Work, the Supplier will provide individuals holding current SC security clearance; evidence of which is to be provided prior to the start date.</p>
<b>Cyber Essentials Scheme</b>	The Buyer requires the Supplier to have and maintain a Cyber Essentials Plus Certificate for the work undertaken under this SOW, in accordance with Joint Schedule 13 (Cyber Essentials Scheme).
<b>SOW Standards</b>	<p><u>Quality Standards</u></p> <p>a) No specific Quality Management system requirements are defined. This does not relieve the Supplier of providing conforming products under this contract. Certificate of Conformity shall be provided in accordance with DEFCON 627.</p> <p>b) No deliverable Quality Plan is required for reference DEFCON 602B.</p> <p>c) Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 – Quality Assurance Procedural Requirements – Concessions.</p> <p>d) Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 – Quality Assurance Procedural Requirements – Contractor Working Parties.</p> <p><u>Technical Standards</u></p> <p>The Supplier is expected to deliver the work using the most appropriate project management (e.g., Agile) and service management ITIL methodologies, as agreed within the team and in accordance with both the Government's Technology Code of Practice, and the Government Service Manual (where each applies).</p>
<b>Performance Management</b>	<p>Performance Management of this Statement of Work shall be in accordance with Call-Off Schedule 14B (Service Levels and Balanced Scorecard).</p> <p>3. The following additional requirements shall apply:</p> <p>1.5 The Supplier-provided resources shall be to the standard of skill and experience reasonably expected to deliver the Services. Acting reasonably, the Buyer may</p>

	<p>request the replacement of any resource it considers to be falling below, or to have fallen below, the standard that would be reasonably expected in technical delivery and/or professionalism required to deliver the Services. The Supplier shall use all reasonable endeavours to provide a suitable alternative resource to replace such rejected resource at no additional cost to the Buyer, with the proposed replacement identified to the Buyer for its comment prior to their commencement in support of the Contract.</p> <p>1.6 Should the Supplier wish to change/replace resources delivering the Services during the term of the Contract, it shall engage with the Authority to advise of its proposed replacement(s) with a minimum notice period of 30 days, including their standards and skills and experience to safeguard delivery of the Services.</p>															
<b>Additional Requirements</b>	<p>The onboarding plan for this Call-Off Contract is:</p> <p>The MOD site team shall allow access to MOD establishments providing the correct SC clearance documents are received and approved. The following information will need to be provided to support on-boarding, including providing staff details including:</p> <ul style="list-style-type: none"> <li>• Full Name</li> <li>• Date of Birth</li> <li>• Nationality</li> <li>• DV / Security Clearance start date and end date (if applicable; and</li> <li>• Vehicle registration no.</li> </ul> <p>The offboarding plan for this Call-Off Contract is to be agreed no less than <b>1 month</b> from the Statement of Work end date.</p>															
<b>Key Supplier Staff</b>	<p>Please provide the names and email addresses of any Key Supplier Staff for this Statement of Work.</p> <table border="1"> <thead> <tr> <th>Key Role</th><th>Key Staff</th><th>Contract Details</th></tr> </thead> <tbody> <tr> <td>None</td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table>	Key Role	Key Staff	Contract Details	None											
Key Role	Key Staff	Contract Details														
None																

<b>Worker Engagement Status</b>	<p><b>IR35</b></p> <p>In accordance with assessment number IR352235, it has been determined that Off-Payroll Working Rules (IR35) apply to this Call-Off Contract.</p> <p>Individuals provided by the Supplier to perform services under this Statement of Work are therefore requested to review the Status Determination Statement for this contract. Should they dispute the result of this determination, please contact <b>Redacted Under FOIA Section 40, Personal Information</b> in the first instance. You will need to provide all the reasons why you believe the determination is wrong.</p>
<b>SOW Reporting Requirements:</b>	<p>Further to the Supplier providing the management information detailed in Call-Off Schedule 15 (Call-Off Contract Management), the Supplier shall also provide the following additional management information under and applicable to this SOW only:</p> <p><b>Knowledge Transfer</b></p> <p>In accordance with Clause 1 (Knowledge Transfer) of KPI 4: Agile Delivery (in 'Call-Off Schedule 14B (Service Levels and Balanced Scorecard)'):</p> <ol style="list-style-type: none"> <li>3. The Contractor shall report (be that written or oral) to the Authority, at the end of each 'service block' (namely, every 2 sprints), the knowledge transfer activity that has been conducted under this contract. The Knowledge Transfer report, as detailed above, shall consist of any combination of the following:             <ol style="list-style-type: none"> <li>c. Evidence of delivery of the ongoing knowledge transfer to MOD crown servants as part of the contract;</li> <li>d. Evidence of collaboration between contract workstream leads and their MOD client counterpart of how they have shaped and agreed an appropriate amount and type of knowledge transfer; and</li> <li>e. Evidence of promotion and oversight of knowledge transfer with captured examples of knowledge transfer, and evidence of regular feedback to improve the value of knowledge transfer to MOD.</li> </ol> </li> <li>4. Knowledge transfer includes, but is not limited to, technical and personal development areas; and may be in various forms including coaching, mentoring, training, presentations, show &amp; tell sessions, attending communities of practice meeting, etc.</li> </ol> <p>Documentation and Reporting:</p> <ul style="list-style-type: none"> <li>• Document the findings, insights, and recommendations from the Discovery Phase in a detailed Discovery Report.</li> <li>• Present the key findings, proposed strategies, and potential obstacles to stakeholders through a presentation. Provide a recommendation on progression to Alpha or retire activity after Discovery. If the recommendation is to proceed, provide a list of prioritised options to test at Alpha.</li> </ul>

#### 4. CHARGES

Call Off Contract Charges	<p>The applicable charging method(s) for this SOW is <b>Capped Time &amp; Materials</b>.</p> <p>The breakdown of the Charges is:</p> <table><tr><th>Role</th><th>SFIA Level</th><th>Day Rate (£ ex VAT)</th><th>Maximum Anticipated Days</th><th>Total (£ ex VAT)</th></tr><tr><td>Redacted Under FOIA Section 43, Commercial Interests</td><td>Redacted Under FOIA Section 43, Commercial Interests</td><td>Redacted Under FOIA Section 43, Commercial Interests</td><td>Redacted Under FOIA Section 43, Commercial Interests</td><td>Redacted Under FOIA Section 43, Commercial Interests</td></tr><tr><td colspan="4">Total Resource Value (Time and Materials) Limit of Liability (ex VAT)</td><td>178,370.00</td></tr></table> <p>The Charges detailed in the financial model shall be invoiced in accordance with Clause4 of the Call-Off Contract.</p> <p>Redacted Under FOIA Section 43, Commercial Interests Redacted Under FOIA Section 43, Commercial Interests</p>	Role	SFIA Level	Day Rate (£ ex VAT)	Maximum Anticipated Days	Total (£ ex VAT)	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Total Resource Value (Time and Materials) Limit of Liability (ex VAT)				178,370.00
Role	SFIA Level	Day Rate (£ ex VAT)	Maximum Anticipated Days	Total (£ ex VAT)												
Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests	Redacted Under FOIA Section 43, Commercial Interests												
Total Resource Value (Time and Materials) Limit of Liability (ex VAT)				178,370.00												
Rate Cards Applicable	In accordance with the Rate Card in Annex 2 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)															
Financial Model	Capped time and materials and invoiced monthly in arrears.															
Reimbursable Expenses	<p>In accordance with the Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)</p> <p><b>Expenses Policy</b></p> <p><u>T&amp;S limits</u> All T&amp;S must be approved by the Buyer’s Project Manager or nominated DD representative prior to bookings being made/or costs incurred. Failure to secure prior acceptance will result in the rejection of associated T&amp;S costs and invoices. The Day Rate <i>includes</i> the cost of T&amp;S associated with being based at <b>MOD Corsham</b>.</p> <p><u>Travel:</u></p> <table><tr><th>Allowance Type</th><th>Rate</th></tr><tr><td>Public Transport</td><td>Economy only</td></tr><tr><td>Motor Mileage Allowance</td><td></td></tr><tr><td>- Up to 10000 miles</td><td>45p per mile</td></tr><tr><td>- Over 10000 miles</td><td>25p per mile</td></tr><tr><td>Motorcycle Allowance</td><td>24p per mile</td></tr></table> <p><u>Subsistence:</u> You can claim Receipted expenditure, within the detailed limits below. These are not flat-rate payments but ceilings for actual expenditure incurred. The ceilings therefore are not cumulative and apply only to the specific element of the claim. Supplier must obtain and retain itemised</p>	Allowance Type	Rate	Public Transport	Economy only	Motor Mileage Allowance		- Up to 10000 miles	45p per mile	- Over 10000 miles	25p per mile	Motorcycle Allowance	24p per mile			
Allowance Type	Rate															
Public Transport	Economy only															
Motor Mileage Allowance																
- Up to 10000 miles	45p per mile															
- Over 10000 miles	25p per mile															
Motorcycle Allowance	24p per mile															

	receipts for all claims.														
	<table> <tr> <th><u>Allowance Type</u></th><th><u>Rate</u></th></tr> <tr> <td>Over 5 hours</td><td>£5.00</td></tr> <tr> <td>Over 10 hours</td><td>£10.00</td></tr> <tr> <td>Over 12 Hours</td><td>£15.00</td></tr> <tr> <td>Evening Meal (overnight stay)</td><td>£22.50</td></tr> <tr> <td>Breakfast (where not included)</td><td>£10.00</td></tr> <tr> <td colspan="2">Alcohol: Cannot be claimed for.</td></tr> </table>	<u>Allowance Type</u>	<u>Rate</u>	Over 5 hours	£5.00	Over 10 hours	£10.00	Over 12 Hours	£15.00	Evening Meal (overnight stay)	£22.50	Breakfast (where not included)	£10.00	Alcohol: Cannot be claimed for.	
<u>Allowance Type</u>	<u>Rate</u>														
Over 5 hours	£5.00														
Over 10 hours	£10.00														
Over 12 Hours	£15.00														
Evening Meal (overnight stay)	£22.50														
Breakfast (where not included)	£10.00														
Alcohol: Cannot be claimed for.															

## **5. SIGNATURES AND APPROVALS**

### **Agreement of this SOW**

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the

**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**

Crown Copyright 2021

**OFFICIAL-SENSITIVE COMMERCIAL**

Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:

<b>For and on behalf of the Supplier</b>	Name	Redacted Under FOIA Section 40, Personal Information
	Title	Redacted Under FOIA Section 40, Personal Information
	Date	Redacted Under FOIA Section 40, Personal Information
	Signature	Redacted Under FOIA Section 40, Personal Information
<b>For and on behalf of the Buyer</b>	Name	Redacted Under FOIA Section 40, Personal Information
	Title	Redacted Under FOIA Section 40, Personal Information
	Date	Redacted Under FOIA Section 40, Personal Information
	Signature	Redacted Under FOIA Section 40, Personal Information

